State of West Virginia
Department of Military Affairs and Public Safety

Sterling Lewis, Jr.
State Fire Marshal

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STATE FIRE MARSHAL'S OFFICE
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NFIRS 5.0 DIRECTIONS

1. Make sure your internet is connected.
2. Go to web site www.nfirs.fema.gov.
3. On the top right of the page click on **User Section.**
4. On the left side of the page at the top in the dark blue, click on **User Registration**. *READ AND FOLLOW THE DIRECTIONS!!!* Please ignore where it states that your Systems Administrator will contact you.
5. **After** you register you will get a page that says you will be activated by your state administrator. This is when you need to contact our office.
6. You can contact our office either by phone or email (pat.e.lynch@wv.gov) to let us know you have registered and under whose name (not the *Username*). Please make sure to include your fire department name in the Subject Line of all emails.
7. Your account will be activated from our office.
8. If you have let us know by email, you will be sent a reply email that you have been activated. If you call and let us know, you will be activated while you are still on the phone.
9. You will then need to go back to www.nfirs.fema.gov.
10. At the top of the page click on **User Section**.
11. On the left side of the page at the top in the dark blue, click on **User Login**.
12. You will need to log-in under the same *Username* and *Password* you set up when you registered. Make sure you select "WV" as the state.
13. When you get to the next page you will see a link on the right that says Download Software Page. Click it!
14. On the next page, scroll down just a little and look for the following box. Click on the blue NFIRS 5.0 Client Version 5.5.0.

Download
NFIRS 5.0 Client Version 5.5.0 (Application) 13 MB
This is an executable file that will be used to install the USFA NFIRS 5.0 application on the PC.
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15. After downloading the software you will only need to use that icon one time to install the program. **After installing the program you will need to go to Start, Programs, NFIRSv55, Data Entry Tool.**
16. Please download *and* read the **DET (Data Entry Tool) /Validation User's Guide**. This walks you through the complete setup and use of the Data Entry Tool. This will be the most used tool in the program.
17. We suggest all fire departments download and save the **CRG (Complete Reference Guide)**. Then you can print out the pages with codes on them and put them in a 3-ring binder, separating the different sections of codes.

If there are any questions or problems with the instructions *and/or* downloading, please do not hesitate to contact our office at (304) 558-2191, EXT 223 or 224, Monday – Friday, 0800 – 1600.